



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)
Helena, Montana 59604-4789

HRO

DATE 28 Jul 2006

**HUMAN RESOURCES MANAGEMENT OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-423
CLOSING DATE 11 Aug 2006**

**POSITION ADVERTISED AREA I - TEMP PROMOTION / TEMP REASSIGNMENT (AREA II
TEMPORARY INDEFINITE) WITHOUT POSSIBLE PERMANENT STATUS.**

BARGAINING UNIT POSITION: Housing Management Assistant, GS-1173-05/07

SALARY RANGE: GS-05: \$28,349.00 - \$36,856.00 PA (per annum)
GS-07: \$35,116.00 - \$45,648.00 PA (per annum)

LOCATION: Training Site, Helena, Montana

SELECTING OFFICIAL: CPT Strom

APPOINTMENT FACTORS

EXCEPTED ☒

OFFICER ☐

WARRANT OFFICER ☐

ENLISTED ☒

COMPATIBILITY: ENL: 92

NON-SUPERVISORY ☒

TEMP INDEF ☒ (AREA II)

TEMP ☒ (AREA I Temp promo/Reassign)

BOTH AREA I AND II WITHOUT POSSIBLE PERMANENT STATUS

AREA OF CONSIDERATION

AREA I APPLICANTS WILL BE CONSIDERED FIRST

☒ AREA I All excepted technicians in the Montana ARMY National Guard.

☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment.
Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

SUMMARY OF DUTIES: If applicants desire, a copy of the Position Description (PD) can be obtained from the HRO. The following is a brief statement of duties from Position Description No.R8727000. Processes requests for temporary quarters. Reviews applications for accuracy and completeness of data. Assists in the assignment of troop issue housing and administrative space. Assists the Housing Officer in the supervision of warehousing operation, the performance of joint tenant-management inspections of quarters, and the issue and receipt of buildings, furnishings and equipment by performing the following duties: Plans detailed layouts of storage areas to allow for fluid handling of material to avoid storage bottlenecks. Selects workers and assigns tasks to be performed. Explains work requirements, methods and procedures, instructs subordinates in new procedures, and provides advice when problems arise.

PRE-EMPLOYMENT PHYSICAL: Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

PROMOTION POTENTIAL: If filled as GS-05, promotion potential to GS-07 upon completion of a classification desk audit.

PCS NOT AUTHORIZED.

EVALUATIONS AND RANKING CANDIDATES: All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Placement Plan (DMAMT (AR) Regulation 690-335) applies to Area II applicants. **THIS IS A BARGAINING UNIT POSITION.**

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered. APPLICATIONS FAXED (324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3122/3133/3138, DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

WWW.DISCOVERINGMONTANA.COM/DMA/HRO

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, MAJ, MT NG
Human Resource Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 06-423

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

KSA'S FOR HOUSING MANAGEMENT ASSISTANT, GS-1173-05, R8727000

1. Ability to maintain records and reports.
2. Ability to compile statistical data.
3. Ability in the use of computers
4. Ability to plan, schedule, and organize.
5. Ability to read/interpret regulations.

GENERAL EXPERIENCE: Experience, education, or training, which provided the applicant with a general knowledge of housing methods, practices, or operating practices.

SPECIALIZED EXPERIENCE: Must have 6 months of specialized experience in positions involving the direct management of housing projects or facilities.

KSA 'S FOR HOUSING MANAGEMENT ASSISTANT, GS-1173-07, R8727000

1. Skill in maintaining records and reports.
2. Skill in compiling statistical data.
3. Skill in conducting inventories.
4. Knowledge of warehouse procedures.
5. Skill in planning, scheduling, and organizing.
6. Skill in reading/interpreting regulations.
7. Skill in housing management functions.

GENERAL EXPERIENCE: Experience, education, or training, which provided the applicant with a general knowledge of housing management methods, practices, and operating techniques.

SPECIALIZED EXPERIENCE: Must have 12 months of specialized experience involving the direct management of housing projects and facilities.

ORLAN T. STROM
CPT, MT NG
Supply Management Officer

Enclosure 1